

EAST LOS ANGELES AREA S.O.P. NO. 4.5.16

OVERTIME

- I. PURPOSE: To provide a procedure for scheduling overtime for uniformed personnel assigned to the East Los Angeles Area according to departmental policies contained within HPM 40.71 and HPM 10.3 and the Unit 5 MOU.
- II. POLICY: Employees shall contact their immediate supervisor whenever they anticipate a need for overtime. Officers shall put the "S" number of the sergeant who approves any overtime in the comments section of their 415. CHP 415's that do not have a sergeants approval shall not be signed or entered into the database by the clerical staff until the 415 is approved. Supervisors are to use discretion when allowing for mandatory overtime.

- III. PROCEDURES:

- A. Voluntary / Reimbursable Overtime

- 1. Voluntary overtime is established by a rotating seniority list according to the Unit 5 MOU. It shall be offered on a continual rotational basis utilizing the most senior available employee. Once offered the overtime, they shall not be considered until their position arises again on the availability list.
 - 2. The Area Commander and the Area Representative will establish an overtime assignment system that meets the intent of the MOU provided it is equitable for all.
 - 3. Depending on the type of voluntary overtime, Officers on interim reporting may not be eligible and are only available to work that overtime which is not part of their interim reporting package.
 - 4. Officer's who fail to show up for an assigned detail, may be removed from the rotational list.

- B. Posting of voluntary overtime assignments

- 1. Information regarding available overtime details will be publicly posted as soon as practicable upon receipt by the overtime coordinator.
 - 2. Eligible officers who wish to be considered for the assignment may place their name on the posted advertisement.

3. Assignments will be made from the list of interested officers by seniority and last assignment worked and will be posted a minimum of 2 days prior to the detail.
4. Officers are responsible to check the posted assignment sheet(s) to determine if they are working the detail.
5. The overtime coordinator will also follow up with those assigned the overtime to ensure they are aware they have secured the detail. When a voluntary overtime slot is not filled by officers, the overtime coordinator shall ensure that all officers have been contacted regarding the overtime availability. Once that has been confirmed, the overtime may be filled by a sergeant position on the same rotation eligibility list.
6. Officers working overtime in construction zones such as COZEEP or MAZEPP details shall take units with overhead lights. Slick tops are prohibited for these types of overtime details. (rev. 11/10/05)
7. Officers working overtime such as COZEEP or MAZEPP in adjoining CHP Areas shall make notification to the respective radio frequency. Officers shall provide information regarding lane closures, duration and location. Officers shall either scan or remain on the appropriate radio frequency in the area worked and closely monitor radio traffic which may be impacted by the overtime detail. (rev. 02/12/09)
8. Upon arrival at the Area office to start the overtime detail, officers shall contact a supervisor to receive a call sign and be placed on the "daily beat sheet." Officers shall notify the dispatcher of their assignment, call sign, and details of any pertinent information (closures, SEU's, etc.). At the conclusion of the detail, officers shall notify dispatch they are 10-10. (rev. 12/17/09)
9. Officers working overtime such as COZEEP or MAZEPPS details shall remain available during the duration of the reimbursable contract. If Caltrans ends a detail early due to unforeseen circumstances but continues to pay the officer the duration of the contract, the officer shall remain available to Caltrans by standing by at the office. If an officer violates the overtime policy, he/she shall be taken off of the overtime rotation indefinitely.
10. Officers working overtime such as COZEEP or MAZEPP details shall remain available during the duration of the reimbursable contract. If Caltrans terminates a detail early due to unforeseen circumstances, but continues to pay for the duration of the contract, the officer shall remain available to Caltrans by standing by at the office.

11. Officers working reimbursable overtime shall submit a completed CHP 415 at the conclusion of the detail. Only if CARS becomes disabled will an officer be able to submit a delinquent CHP 415, and then only with supervisor's approval.
12. Failure to adhere to overtime policy and procedures will be cause for removal from the voluntary overtime rotation indefinitely.

C. Criteria

1. Interested officers will be assigned if they do not exceed the 16.5 maximum work hours in a 24 hour period.
2. They will be assigned if on a previously scheduled RDO or vacation.
3. Overtime is outside their normal work shift.
4. Once assigned a detail, their name rotates to the bottom of the list.
5. New officers will be eligible for overtime assignments once they are off break in.
6. Newly transferred officers into the Area will begin their eligibility at the bottom of the rotation list.